



## **POSITION DESCRIPTION**

### **Grants Associate**

#### **About the Foundation**

At College Futures Foundation, we believe there is nothing more transformative for individuals, our economy, and our society than educational opportunity, and that the pathway to a college degree should be clear and open to the diverse students of California.

Right now, that is not the case. Not all hardworking young people are getting a fair shot at a better life. The vast majority of our state's K–12 students are of color and low-income, yet when it comes to graduates from our public universities, they are in the minority. At every step, they face roadblocks. We are working to change that.

We partner with organizations and leaders across the state to catalyze systemic change, increase bachelor's degree completion, and close equity gaps so that this vision of a seamless, student-centered educational path to opportunity becomes a reality—and one that's available to every student, regardless of zip code, skin color, or income.

We believe that ensuring the college success of students facing the most formidable barriers will help all of us thrive—our families, communities, economy, society, and state.

#### **How We Work**

The program team works collaboratively with the communications and learning teams to achieve the Foundation's goals by making grants to partner organizations, supporting convenings, and undertaking strategic communications in the following strategy areas: student-centric practices, leadership and governance, and finance and affordability. For more information on our strategy and programmatic initiatives, visit <https://collegefutures.org/our-strategy/strategy/>.

#### **Position Summary**

The Grants Associate works directly with the Grants Manager to maintain and optimize grantmaking process and procedures, data systems, legal compliance, and overall quality control. This person will also work closely with a team of program officers and the Chief Program & Strategy Officer to support College Futures Foundation's (the "Foundation") strategic priorities.

## **Key Duties and Responsibilities**

- Collaborate with Grants Manager to assess, maintain, develop, and execute the Foundation's strategic grantmaking process to meet and support the needs of multiple teams within the Foundation, as well as that of grantees.
- Collaborate with the Grants Manager and cross-functional teams on maintenance and development of grants system infrastructure, and its connectivity with the Foundation's other databases and systems.
- Maintain the integrity of the online grants management system by ensuring data is complete, updated and accurate.
- Track and process grant payments.
- Track interim and final grant report due dates.
- Manage the processing for consultant contracts from initiation to invoice approvals. For contracts related to Foundation Administered Projects (FAPs), work with the senior accountant to reconcile records between the grants management and accounting systems. For assigned staff members, monitor FAP budgets and consultant contracts, and ensure invoices are authorized, reviewed, processed, and paid in a timely manner.
- Provide technical support to grantees and internal staff on grant-related matters.
- Quality control grant proposal submissions and follow up with applicants on missing/incomplete information or other application anomalies.
- Provide general and ad hoc reports of grant-related information as requested by staff.
- Communicate with grants database consultant to trouble-shoot and resolve technical issues, as needed.
- Actively participate and seek ongoing training for grants database to remain thoroughly knowledgeable of system's functionality.
- Assist with the annual audit and tax returns.
- Assist with process and systems training and onboarding for staff.
- Organize and schedule meetings, as needed.
- Undertake other special projects, as assigned by the Chief Program & Strategy Officer or Grants Manager.

## **Qualifications, Experience, and Competencies:**

### Academic

- Associate's or Bachelor's degree preferred.

### Experience

- 3-5 years of experience that demonstrates strong operational, database, analytical, and project management skills.
- Experience in the following is a plus:
  - CRM database administration (solid experience with Salesforce back-end infrastructure a plus)
  - Grants administration
  - Legal compliance

- Non-profit program administration
- Donor services

### Technical

- Strong analytic and writing skills
- Proficiency in Microsoft Word, Excel, and Powerpoint
- Proficiency with Salesforce or a similar CRM platform preferred

### Organizational

- Detail-oriented, able to analyze data and information and synthesize into written communications
- Ability to work in a multi-issue, fast paced environment, with the constancy of shifting and competing priorities and deadlines; flexibility while maintaining workflow is critical.
- Effective time management skills, with the ability to manage multiple deadlines simultaneously.
- Unwavering commitment to follow processes and practices to ensure IRS/legal compliancy for foundation grant making; commitment to remaining knowledgeable of compliance updates.
- Ability to analyze situations, solve problems creatively and think strategically.
- Exceptional project management skills are a must; demonstrated ability to take ownership of projects from conception to fruition with continuous follow up to ensure project completion within specified time parameters.
- Excellent interpersonal skills that allow for effective relationships in a diverse environment.
- Proactive work ethic with the ability to anticipate needs of colleagues and take appropriate actions.
- Responsive and supportive customer service skills.
- Must be independent, strategic, and a creative thinker who is also a strong team player (no job is too small or too big).

### Interpersonal

- Appreciation for how to reflect and promote the foundation's values of equity, courage, community, and curiosity.
- A high degree of initiative, judgment, and resourcefulness in solving problems, and overall results-orientation
- Service-minded and open to new ideas and constructive feedback from colleagues
- Ability to work collaboratively in a team-oriented, fast-paced environment to ensure projects are completed
- A good sense of humor is a plus

This is a full-time position currently located in downtown Oakland (near the 19<sup>th</sup> Street BART station). We are open to working remotely, with a preference for California-based candidates.

*College Futures Foundation is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.*

## **Compensation**

This permanent, full-time position offers competitive compensation and excellent health, commuter and retirement benefits. Annual salary is \$65,000 - \$80,000 (commensurate with experience). The salary range is subject to expand over time.

## **To Apply**

Submit application materials (cover letter, resume, and writing sample) via email to [jobs@collegefutures.org](mailto:jobs@collegefutures.org). Preferred subject line: "Application – Grants Associate." No calls, please.

Learn more about our work at [www.collegefutures.org](http://www.collegefutures.org).